



WSWA

SECRETARY



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Washington State Wrestling Association



Positions:

Volunteer 4-year term; may service multiple terms.



Summary:

Washington State Wrestling is seeking a dedicated and experienced individual to join our Board of Directors as a Secretary. As a key member of the board, the Secretary will play a crucial role in supporting the governance and administrative functions of our organization. This volunteer position requires a commitment to our mission of promoting and supporting wrestling across Washington State and a passion for making a positive impact in the community.

Responsibilities:

- Attend all board meetings and maintain accurate minutes of proceedings.
- Distribute meeting agendas, minutes, and relevant documents to board members in a timely manner.
- Maintain and update records of board activities, decisions, and policies.
- Ensure compliance with legal and regulatory requirements related to board governance.
- Assist in the preparation and distribution of board reports and materials.
- Manage board correspondence and communications.
- Coordinate and schedule board meetings, including logistics and venue arrangements.
- Support the board in its overall governance and strategic planning activities.
- Work closely with the Chairperson and other board members to ensure effective communication and collaboration.
- Participate actively in board discussions and decision-making processes.

Qualifications:

- Previous experience serving on a non-profit board or in a similar governance role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office (MS Excel and MS Word, in particular).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Knowledge of wrestling or a strong interest in the sport is preferred but not required.
- Commitment to the mission and values of Washington State Wrestling.
- Ability to work collaboratively and effectively with a diverse group of board members.

Washington State Wrestling is an equal-opportunity organization. We celebrate diversity and are committed to creating an inclusive environment for all board members and staff.

